

**UTHealth SCHOOL OF NURSING**  
**Request for Travel Funds to Support Doctoral Students Presenting at Conferences**

**Background**

The School of Nursing PhD program promotes research that will advance nursing science and improve patient care. The DNP program promotes clinical scholarship for outstanding patient care outcomes and leadership in nursing practice. Doctoral students are encouraged to present their scholarly work and contribute to the body of scientific knowledge (PhD) or evidence-based practice (DNP). Experience presenting research findings or aspects of the clinical portfolio contributes to the student's development as a scholar and also promotes the visibility of the UTHealth School of Nursing at Houston.

**Criteria**

Funding is available to reimburse PhD and DNP students for travel to conferences to present research or clinical scholarship, performed in conjunction with the degree program, from class work or preparation of the dissertation or clinical portfolio. Funds available per student will not exceed \$500 per year, and will reimburse actual costs incurred to attend the conference, including travel, lodging, conference registration, meals, and parking fees.

To be eligible for funding, a student must:

- be a doctoral student enrolled in the UTHealth School of Nursing at Houston PhD or DNP program at the time of the presentation, and
- have conducted the research or clinical activity in the role of student (i.e., class work, dissertation or clinical portfolio preparation).
- identify himself/herself primarily as a student at UTHealth in all conference materials

**Procedure**

1. As soon as possible prior to the conference, the student will submit to the Administrative Director, CNR
  - a) abstract accepted for presentation, conference brochure, and cover letter requesting travel support,
  - b) a Student Travel Request form (available online or from the Center for Nursing Research.)
2. The Associate Dean for Research will review the student's work and recommend approval or disapproval of travel support to.
3. No more than 10 days after the conference, the student will:
  - a) submit to the Administrative Director complete documentation of expenses incurred.

## STUDENT TRAVEL REQUEST

Name:	
Address:	
City, Zip:	
Home Phone:	Cell Phone:
Campus Mailbox:	Campus Phone:
e-mail address:	
Best way to contact:	

Name of Conference: \_\_\_\_\_

Conference Dates: \_\_\_\_\_

Location of Conference: \_\_\_\_\_

Title of Presentation to be given: \_\_\_\_\_

Costs:

Airfare:	I attest that these are the only expenses of which I am aware:
Conference Registration:	
Hotel:	
Mileage (\$.565/mile):	
Meals:	
Other (describe):	<i>Signature</i>
Total:	<i>Print Name</i>

Submit this form to the Administrative Director, CNR, with the presentation abstract, the conference brochure, and a cover letter requesting travel support, as soon as possible prior to travel.